

Letter of Agreement Extension

Date: [Insert Date]

[Your NGO's Name]
[Your NGO's Address]
[City, State, Zip Code]

[Partner NGO's Name]
[Partner NGO's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally request an extension of the collaboration agreement between [Your NGO's Name] and [Partner NGO's Name], originally signed on [Original Agreement Date]. The purpose of this extension is to continue our cooperative efforts in [briefly describe project or purpose].

We believe that by extending our collaboration, we can achieve significant outcomes in [describe expected outcomes]. We propose extending the agreement for an additional [duration of extension] with an updated effective date of [new start date].

We appreciate the partnership we have built and are excited about the potential for further collaboration. Please let us know if you agree to the proposed extension, or if you would like to discuss any modifications.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your NGO's Name]
[Your Contact Information]